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Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization: Alaska Association of Municipal Clerks EN 796213	
Name of Project: Professional Development Training	
Reporting Period: April 1 to June 30, 2009	
Contact Person: Betty Jo Svensson	
Contact Number: 907-586-1325	Email Address: betty@akml.org
Expenditures to date: none	
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.	
Signed by: <u>Betty Jo Svensson</u> Dated: <u>7/9/09</u>	

1. In a few sentences, please describe the scope of your project:

To provide scholarships (covering travel, registration, and room and board) to rural clerks to attend the Northwest Clerks Institute (NCI), accredited by the International Institute of Municipal Clerks. The NCI provides training to not only help rural clerks successfully perform essential local government functions but---hopefully---give them enough information and tools to keep them in their jobs longer. Trained longevity helps provide some stability and consistency for a community.

2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)

Scholarship applications were sent to rural clerks. 16 applicants were chosen to receive scholarships. All 16 scholarship recipients attended training. Training took place between May 31, 2009 and June 19, 2009.

3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

Scholarship recipients were given until July 10, 2009 to turn in receipts for reimbursement.

4. a. How many are in your training program during this reporting period?

16

b. How many people have been trained and/or certified to date from this grant?

16

(Please complete form below.)

5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training. All are employed as Clerks.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete
Port Alexander	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Port Alexander
Kasaan	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Kasaan
Aleknagik	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Aleknagik
Ambler	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Ambler
Napakiak	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Napakiak
Nunapitchuk	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Nunapitchuk
Shishmaref	PDI	40 points toward certification as Certified	5/30/2009	6/5/2009	City of Shishmaref

		Municipal Clerk			
Larsen Bay	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Larsen Bay
Adak	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Adak
McGrath	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of McGrath
Nuiqsut	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Nuiqsut
Galena	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Galena
Gustavus	PDIII	40 points toward certification as Certified Municipal Clerk	6/14/2009	6/19/09	City of Gustavus
Coffman Cove	PDII	40 points toward certification as Certified Municipal Clerk	6/7/2009	6/12/09	City of Coffman Cove
Seldovia	PDIII	40 points toward certification as Certified Municipal Clerk	6/14/2009	6/19/09	City of Seldovia
Gambell	PDII	40 points toward certification as Certified Municipal Clerk	6/7/2009	6/12/09	City of Gambell

Please copy and use another sheet if you need more spaces.

6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

None at this time.

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

All students are required to complete a Knowledge Transfer Action Plan (KTAP), the assessment method used to determine successful completion of training.

8. Please identify areas that we can assist you in the future.

Please continue to provide grant funds to rural communities. Without these funds, many clerks would not be able to attend training necessary to keep up with their day to day challenges. Thank You!!!

Denali Training Fund Extension Worksheet

GRANTEE NAME: Alaska Association of Municipal Clerks

EN: 796213

FILE: 9-223

Original Grant period: 4/29/09 - 06/30/09

Extended through: 12/31/09

	Original Grant Budget	Expended thru 6/30/09	Budget Adjustments if needed	Budget for FY10
Personal Services	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$33,920.00	\$0.00	\$0.00	\$0.00
Supplies	\$250.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Administration	\$830.00	\$0.00	\$0.00	\$0.00
TOTAL	\$35,000.00	\$0.00	\$0.00	\$0.00

Signature: _____



Explanation: As of 6/30/2009 no money has been expended.